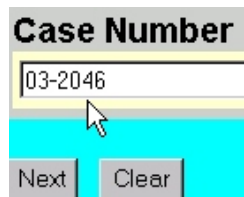


Motion to Remand

STEP 1 Click the **Bankruptcy or Adversary** hyperlink, whichever is appropriate, on the **Main Menu** then click on **Motions/Applications**.

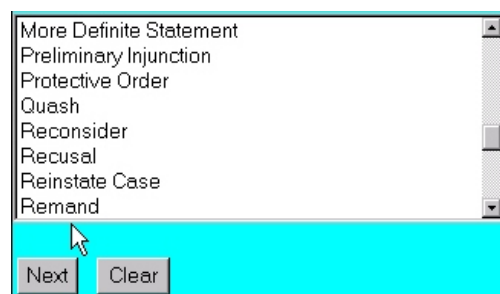


STEP 2 The **Case Number** entry screen displays.



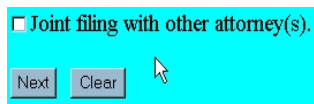
- ◆ **Case Number** - enter a case number in **YY-NNNNN** format in a main case or **YY-NNNN** in an adversary proceeding case.
- ◆ Click on the **Next** button.

STEP 3 The **select the type of motion/application** being filed screen displays.



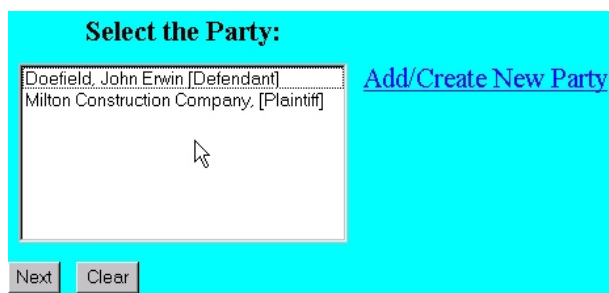
- ◆ Scroll through the options and highlight **Remand**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt displays.



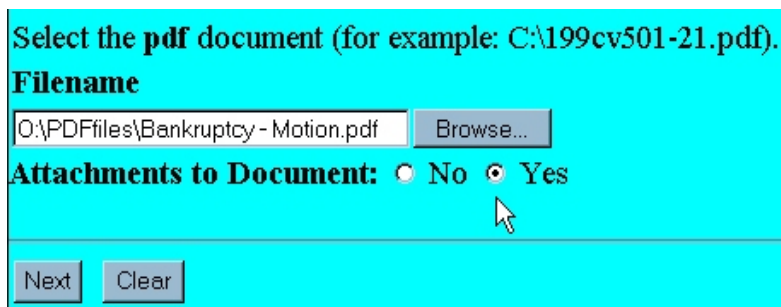
- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



- ◆ Click on the debtor(s) name.
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or

- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the **Proposed Order** and any other documents:
 - ▶ Click on the radio button next to 'Yes.'
 - ▶ Click on the **Next** button.

STEP 7 The **Select one or more attachments:** screen displays.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

O:\PDFFiles\Bankruptcy-Proposed Order Browse...

2) Select a document type and/or enter a description.

Type	Description
Proposed Order	Granting Motion to Remand

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button when finished adding all attachments.

STEP 8 The **Remand Where and With Certificate of Service?** screen displays.

Remand Where? Circuit Court of Kanawha

With Certificate of Service? y or n: y

Next Clear

- ◆ **Remand Where?:** Type in the location.
- ◆ Type a lowercase 'y' if a Certificate of Service is attached to your document or a lowercase 'n' if there is no Certificate of Service.
- ◆ Click on the **Next** button.

STEP 9 A **Docket Text: Modify as Appropriate** screen displays.

- ◆ Add additional text in the box provided if appropriate.
- ◆ Click on the **Next** button.

STEP 10 The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries or to abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.
- ◆ Click on the **Next** button.

STEP 11 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.